LAWORKS.net lists thousands of Louisiana jobs throughout the year. The Louisiana Department of Labor's Web site is the ultimate job resource available on the Web for jobs in Louisiana. So log on, post your resumé, and use our gear to jumpstart your career.

POST RESUMÉ

1. Go to www.LAWORKS.net – the Department of Labor home page.

2. On the right side of the screen, select the **Post a Resumé** icon.

3. If you have already registered:

   - Log on under "Option 1 – Already Registered" using the **User ID** and **Password** you created when you registered as a jobseeker in the virtual office, and click **Sign In**.

   If you have not registered:

   - Click **Register** under "Option 2 – Create New User ID."
   - Click **Individual** to proceed.
   - Fill in your **Login Information**, and click **Next**. You need to remember your User ID and Password for the next time you use the system.

   - Fill in your registration information in all the required (*) fields, and click **Next**.
   - Once you finish, a **Registration Message** will be displayed, and you can continue on to the **Resumé Builder**.

4. Click **Create New Resumé**.

5. Select whether or not you want your resumé available to employers online, and click **Next**. If you choose to make your resumé available, then any employer searching the system will be able to view it.

6. Select the **Virtual OneStop Format** to build your resumé on LAWORKS.net, then choose your **Layout** and **Style Types**, OR choose the **Cut-n-Paste Format** to insert a resumé from another location. Type in a **Resumé Title**, and click **Next**.

7. **Virtual OneStop Format**: Type information in the resumé template by clicking on an underlined heading. Enter the information you want to appear, and click **Save**. Once you have entered all your information, click **Save This Resumé**.
   Cut-n-Paste Format: Cut and paste an already existing résumé into the box, and click **Save This Resumé**.

JOB SEARCH

1. Go to www.LAWORKS.net.

2. From the Quick Menu on the left, select **Job Search**.

3. Click on **Anywhere in the State of Louisiana** to search all jobs in the state, or click on one of the other map choices to search for jobs within a certain area of the state.

4. You now have six options for a search:
   - **Keyword** – Search job openings under one specific keyword.
   - **Occupational Group** – View a breakdown of jobs within a specific occupation.
   - **Category** – Choose from certain categories such as civil service, maritime, or summer jobs.
   - **Advanced** – Specify requirements such as educational experience and minimum salary.
   - **All Job Orders** – Search all jobs available on LAWORKS.net.
   - **Job Openings on Other Web Sites** – Search America's Job Bank.

5. Select a **Job Title** to view a description of one of the jobs listed.

6. Click **I want this job** if you would like to apply for the job.

7. If you have already registered, enter the **User ID** and **Password** you selected. If you have not registered, follow step three under **Post Resumé**.

8. Follow the directions listed to apply directly for the job.

VIRTUAL JOBHUNTER

1. To set up a recurring search for job openings that meet your specifications, click on **Job Seeker Services** on the Quick Menu while you are in the job search area of the site, and select **Virtual Recruiter**.

2. Click on **Create New Job Search**, and repeat steps 3 and 4 under **Job Search** (above).

3. On the resulting page that lists the job titles matching your search, click **Save this Job Search**.

4. Select how you would like to be notified of job matches, and click **Save**.